



## **Course Overview**

Michigan Department of Community Health and Michigan Virtual University present *Using the HCFA 1500 Form For Medicaid Claims*. This Internet-based course teaches learners how to complete a Medicaid claim using the new HFCA 1500 form. This course is free.

## **System Requirements**

#### **Hardware Requirements**

Windows 95/98/2000/NT Pentium Processor 32 mg RAM 56k modem 640x480 screen resolution

### **Windows Software Requirements**

Internet Explorer 5.0 or higher

-or-

Netscape Navigator 4.74 or higher

#### **Mac Software Requirements**

Internet Explorer 5.0 of higher

-or-

Netscape Navigator 4.77 or higher

Note: For optimal performance, we do not recommend using Internet Explorer 6.0 or Netscape Navigator 6.0.

# **Registration & Getting Started**



To get started with *Using the HCFA 1500* Form For Medicaid Claims, go to healthcare.mivu.org, and click on the course title link.

If you're a new user of MVU's courseware, follow the *I need an account* link. If you're a returning learner, click on *I have an account* to login.









To create your MVU account, just fill out the Profile Information fields and click *Finish Now*.

Next, click on *Browse Catalog* to see a list of all of the available MVU/MDCH Healthcare courses.





Next, you may either follow the *Using HCFA 1500 Form for Medicaid Claims* link for a course overview, or click on *Take It Free!* to go to the course launch page.

To launch the course, click Start...









...follow the course title link...

...and you're in! It's that easy. You may expand the course window to its full size or run it in its reduced size.

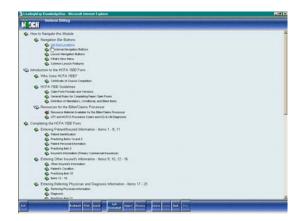
To begin the training, click on the image.





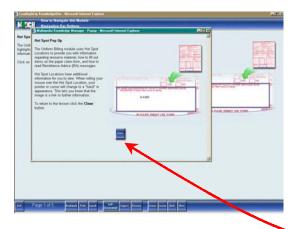
Simply follow the instructions to navigate through the course introduction. Click the *Next* tab throughout the course to move to the next page.

At the *Table of Contents*, you can peruse the course modules. Each is hyperlinked for quick and easy access to content.







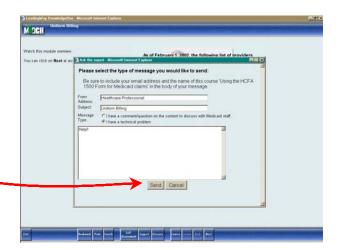


Each module features easy-to-follow instructions and links to pop-up windows.

Pop-up windows offer additional, in-depth information about a particular topic in the course. When you're finished with a pop-up, just click the *Close* tab.

## **Trouble Shooting**

If you need help at any time during the course, click on the *Support* tab. Simply fill in the pop-up form — be sure to include your email address — and click *Send*. A trained technician will respond to your inquiry within 24 hours.



Still have questions or need assistance? Contact the **MVU Help Desk** @ 888.532.5806 option 2 or <a href="mivuhelp@mivu.org">mivuhelp@mivu.org</a>. Our trained problem solvers are available Monday through Friday 8:00am – Midnight, and Saturday and Sunday 10:00am – 4:00pm.